BY ORDER OF THE COMMANDER
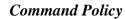*AIR FORCE RESERVE OFFICER*
TRAINING CORPS (AETC)

AFROTC INSTRUCTION 90-201

16 JUNE 2006

Command Policy

AFROTC SELF-INSPECTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the Maxwell Base Publishing Office web page at https://pubs.maxwell.af.mil for downloading.
RELEASIBILITY: There are no releasibility restrictions on this publication.

OPR: AFROTC/DOV   Certified by: AFROTC/DO (Lt Col Geoffrey McClendon)
                                                                            Pages: 17

This instruction implements AFPD 90-2, *Inspector General - The Inspection System*, AFI 90-201, AETC Supplement 1, *Inspector General Activities*, and AFOATSI 90-201, *AFOATS Self-Inspection Program*. It establishes policies and procedures governing the implementation and conduct of the Air Force Reserve Officer Training Corps (AFROTC) Self-Inspection Program (SIP). It delineates program responsibilities, requirements, procedures; and applies to Headquarters AFROTC and its subordinate units. Ensure records created as a result of processes prescribed in this instruction are maintained in accordance with AFMAN 37-123, *Management of Records*, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS), located at https://afrims.amc.af.mil/.

TABLE OF CONTENTS

1. Purpose. The Self-Inspection Program (SIP) is an internal review process that provides an assessment of mission readiness, unit performance, and organizational effectiveness. It consists of dual processes to meet objectives. The first relies on functional area managers to conduct periodic reviews using standardized checklists. The second utilizes objective inspections to assess mission performance and compliance. The first process is characterized by self-inspection checklists; the second by external inspections such as AETC Unit Inspection, cross-feed from other programs or agencies, Special Interest Items (SII), local exercise evaluation, staff assistance visits, etc.

2. Definitions.

2.1. Cross-feed. Informational or directive items received from other functional managers or command staff agencies which are used to strengthen a program. Examples include AFROTC Cross-feed or SIIs.

2.2. Discrepancy. A disagreement with the letter or spirit of a directive, policy or process. In this publication either a Finding or Recommendation.

2.3. Finding. Performance or process compliance discrepancy violating official guidance. Nearly all self-inspection discrepancies are findings.

2.4. Recommendation. Performance or process compliance discrepancy which complies with directives but could be improved to enhance mission readiness and efficiency.

2.5. External Inspection. Refers to inspections, assistance visits, program reviews and examinations of a functional area. Examples include Operational Readiness Inspection (ORI), Unit Compliance Inspection (UCI), Exercise Evaluation Team reports or Staff Assistance Visit.

2.6. Functional Area Manager. Responsible for a particular function or area such as Physical Security or Resource Management. This person routinely inspects their area of responsibility.

2.7. Self-Inspection Checklist. A structured list of questions with references used to conduct the self-inspection.

2.8. Self-Inspection Manager (SIPM). Appointed at the wing, group, squadron, division or staff agency level to manage the SIP for their organization.

2.9. Self-Inspection.   A functional area self-examination to determine compliance to directives, assess efficiency and gauge management effectiveness.

2.10. Unit.   Organizations to include HQ AFROTC command section and divisions, AFROTC Regions, and detachments.

Section A - Responsibilities

3. HQ AFOATS Inspector General:

3.1. Establish an AFOATS Instruction to govern the SIP. Oversee the self-inspection program for HQ AFOATS and keep HQ AFOATS current on all program aspects. Distribute cross-feed inspection reports from applicable units as required.

3.2. Review and distribute HQ Air Force and AETC Special Interest Items and cross-feed materials as required to HQ AFOATS organizations.

3.3. Conduct program reviews and periodic spot checks as requested by HQ AFOATS commanders and directors

3.4. Provide feedback to senior AFOATS officials on unit compliance program status. Forward updated information to AU/IG and AETC/IG as required.

3.5. Review HQ AFOATS unit corrective actions taken from higher headquarters (HHQ) inspections and Staff Assistance Visits (SAVs) for adequacy of actions taken.

3.6. Serve as HQ AFOATS Gatekeeper.

3.7. Provide oversight and guidance for unit Self-Inspection Program Managers (SIPM) as required.

3.8. Serve as office of primary responsibility (OPR) for HQ AETC/IG inspection preparation for HQ AFOATS.

3.9. Delegate HQ AFROTC Self-Inspection Program oversight to HQ AFROTC Standardization and Evaluation Branch (DOV).

4. HQ AFROTC/CC: The AFROTC/CC provides program leadership and direction.

4.1. Appoint in writing to AFROTC/DOV, an individual to serve as the HQ AFROTC SIPM.

4.2. Ensure SIPM is trained by AFROTC/DOV in accordance with procedures outlined in Section B.

4.3. Monitor the effectiveness of the SIP within the organization.

4.4. Review program with the SIPM annually and document on the spot-check log.

4.5. Document discrepancies and monitor the progress of proposed corrective actions as outlined in Section B.

4.6. Ensure a self-inspection is conducted semi-annually (usually Jan and Jul).

4.7. Integrate self-inspection results into ongoing planning and improvement efforts.

4.8. Maintain a prioritized list of major unit problems and ensure long-term corrective actions are taken and monitored.

4.9. Forward an annual consolidated summary of self-inspection results for the unit to AFROTC/DOV by 15 Feb of each year.

5. HQ AFROTC Organizations (DO and RR):

5.1. Each HQ AFROTC division chief will appoint in writing to AFROTC/DOV, a SIPM within their respective division.

5.2. Ensure SIPMs are trained by AFROTC/DOV in accordance with procedures outlined in Section B.

5.3. Monitor the effectiveness of the SIP within their divisions.

5.4. HQ AFROTC division chiefs will serve as focal point for currency, review, and updates of the AFROTC detachment inspection checklists. Forward updated detachment program checklists to AETC/IG, AU/IG, AFOATS/IG, and AFROTC/DOV.

6. HQ AFROTC Standardization and Evaluation Branch (DOV):

6.1. Establish an AFROTC Instruction to govern the SIP. Provide self-inspection program (SIP) guidance for AFROTC.

6.2. Distribute applicable Special Interest Items (SII) and cross-feed materials to appropriate organizations.

6.3. Conduct program reviews and periodic spot checks as requested by HQ AFROTC/CC and division chiefs.

6.4. Provide feedback to senior AFROTC officials on the inspection program. Forward updated information to AFOATS/IG and AETC/IG as required.

6.5. Provide guidance for HQ AFROTC, Region, and detachment SIPMs as required.

7. AFROTC Regions:

7.1. Monitor the unit self-inspection programs for the detachments within their region.

7.2. Conduct a SAV of each assigned unit somewhere near the midpoint between AETC/IG Inspections.

7.3. Receive and monitor the results of unit semiannual self-inspections and provide assistance as required.

7.4. Approve their units' replies to AETC/IG inspection report findings. Coordinate replies as indicated on the Reply Instructions included on the IG report IAW AFI 90-201, AETC Supplement 1.

7.5. Provide AFROTC/DOV a semiannual listing of SIPMs for their respective detachments including unit, name, phone number, and date trained (usually in Jan and August).

7.6. Provide an annual consolidated summary of self-inspection results for detachments in their region to AFROTC/CC by 15 Feb of each year. Highlight trends and areas requiring HHQ assistance to correct.

8. AFROTC Detachment Commanders:

8.1. Appoint, in writing to their region, an individual to serve as their detachment SIPM.

8.2. Establish and maintain a self-inspection program using respective governing instructions.

8.3. Ensure SIP is trained in accordance with Section B.

8.4. Monitor the effectiveness of the SIP within their unit.

8.5. Annually review their SIP with their program manager and annotate the spot-check log in Section 1, Tab G of the SIP binder accordingly.

8.6. Ensure a self-inspection is conducted semiannually (usually Jan and Jul). Units may accomplish the inspection in portions throughout the six-month report period.

8.7. Ensure timely corrective action is taken, documented, and monitored.

8.8. Integrate self-inspection results into ongoing planning and improvement efforts.

8.9. Maintain a prioritized list of major unit problems and ensure long-term corrective actions are taken and monitored.

8.10. Ensure an audit trail exists to track identified problems from identification to resolution.

8.11. Determine if certain areas require more frequent inspections on an as needed basis.

8.12. Ensure a unit self-inspection summary report is submitted to their respective region commander at the conclusion of each self-inspection. Highlight all open items with proposed solutions and close out dates.

8.13. Monitor and approve corrective actions for discrepancies identified during HHQ inspections and SAVs, as well as those that are self-identified during program reviews. Document all non-compliance with proposed corrective actions as outline in Section B. Provide the region with quarterly updates on open discrepancies until closed.

9. HQ AFROTC and Detachment Self-Inspection Program Managers:

9.1. Serve as the self-inspection focal point for their unit.

9.2. Monitor the program's effectiveness and continually work to improve it.

9.3. Maintain a self-inspection binder as outlined in Section B.

9.4. Conduct semiannual self-inspections (usually between Oct-Jan and Apr-Jul).

9.4.1. Units may accomplish the inspection in portions throughout the six-month report period. In addition, checklists run by HHQ personnel during unit visits (i.e. ORIs, UCIs, SAVs, etc.) during the six-month period prior to the scheduled self-inspection may be credited toward completion of the semi-annual self-inspection. Document accordingly on the spot-check log.

9.4.2. Prepare and forward a self-inspection report summary to their respective commander after completion.

9.4.3. Document significant discrepancies (a defective operation that impedes or negatively impacts successful mission accomplishment) found during a self-inspection. Briefly describe the discrepancy, estimated completion date, proposed corrective action(s), and the current status.

9.4.4. Periodically review the status of the unit self-inspection program with the applicable commander or director. Review open discrepancies and proposed close out dates.

9.4.5. Document proposed corrective actions for all noted discrepancies.

Section B - Procedures

10. Self-Inspection Program Manager Training.

10.1. Complete SIPM training within 30 days of assuming the additional duty. New AFROTC SIPMs will complete training on the AFOATS restricted website, DOV Self-Inspection page, or contact AFROTC/DOV to obtain training.

10.2. Document training completion date in the SIP binder.

11. Self-Inspection Checklist Management.

11.1. There are several different types of checklists suitable for use in a self-inspection program. A good number of these are checklists maintained by the AETC functional managers on the AETC Inspector General's web page (https://www.aetc.af.mil/ig/). Checklists such as Program Management, Unit Safety, and many others, assist the SIPMs in assessing their programs and these are the same checklists used by AETC/IG inspectors. NOTE: HQ USAF and HQ AETC SIIs also come with checklists and these too can be a good source for special interest compliance-type items.

11.1.1. AETC/IG provides functional checklists for a variety of programs found at most AETC units.

11.1.2. Each HQ AFROTC organization should develop and maintain individualized self-inspection checklists that identify compliance-based requirements unique to their organization.

11.1.3. Attachment 3 contains a listing of some of the applicable checklists and designates appropriate OPRs within HQ AFROTC for each checklist or checklist sub area.

11.2. Checklists developed by a HQ AFROTC organization should follow the standard AF IMT 2519, *All Purpose Checklist*, typically modified for self-inspection purposes.

11.2.1. The header information for OPR and date refers to the office and date of the blank self-inspection checklist, not the local Functional Area Manager and inspection date. Locally developed checklists would have local information.

11.2.2. Phrase each item as a question which is answerable with Yes, No or Not Applicable.

11.2.3. Include detailed references to directives in parenthesis when they exist. For example, (Reference: AFI 90-201, Paragraph A6.2.2.1.)

11.2.4. Enter a brief answer to the inspection question directly on the checklist. Include enough information and location of the required documentation for someone to easily verify the response at a later time.

11.2.5. The self-inspection checklist must be signed and dated on the last page.

11.3. Use general-purpose forms to maintain the Cross-feed and Spot-Check logs. Other formats are acceptable as long as they contain the minimum information listed in the below paragraphs.

11.3.1. Use the Cross-Feed Log to document significant areas from other unit inspections, i.e., ORIs, UCIs, AFIA, TIG Briefs, etc. that would add value to your individual programs. This Cross-Feed Log should be a simple Word or Excel document that contains, as a minimum, the following headings: TITLE OF CROSS-FEED ITEM, DATE, REVIEWER NAME, REVIEW DATE, and REMARKS.

11.3.2. List AETC/IG reports received and reviewed on the Cross-Feed Log.

11.3.3. SIPMs are encouraged to list other documents that have been reviewed and are applicable to their programs.

11.4. Annotate the Spot-Check Log anytime someone other than the unit's primary or alternate SIPM reviews the binder and whenever an internal self-inspection is conducted.

11.4.1. Include the following headings in The Spot-Check Log: DATE, TYPE CHECK, NAME, ORGANIZATION, INITIALS, and REMARKS.

11.4.2. Annotate any notable discrepancies in the Spot-Check Log REMARKS section.

11.4.3. Maintain the Cross-Feed Log and Spot-Check Log until the next AETC/IG inspection.

11.4.4. As a minimum, review the restricted AETC/IG and AFOATS websites semiannually for updates.

12. Conducting Self-Inspections.

12.1. Conduct self-inspections semiannually (every six months, usually between Oct-Jan and Apr-Jul) or when directed by command through the AFOATS/IG or AFROTC/CC. Track the inspections on the Spot-check Log (Section I, Tab G of SIP binder). The checklists are designed to ensure each unit is compliant with directives and to find and correct problems that impact mission effectiveness, as well as, to help prepare for higher headquarters' inspections.

12.2. Where practical, units are recommended to periodically conduct cross-functional or even cross-unit inspections to ensure non-biased, impartial results. The AFOATS/IG or AFROTC/CC may also direct an outside agency to conduct the inspection.

12.3. AFROTC Detachments will summarize and forward results of their self-inspections to their respective regions by 31 Dec and 31 Jul of each year. HQ AFROTC Region commanders will summarize and consolidate the results of inspection findings for their

respective organizations and forward them for review to AFROTC/CC and courtesy copy AFOATS/IG and AFROTC/DOV by 15 Feb of each year.

12.4. Document discrepancies using the procedures outlined in attachment 4.

12.5. All self-inspection reports will include inspection highlights for all major discrepancies identified. Units are also required to file a copy of these reports in Section 4, Tab N of their SIP binder until at least the next semiannual self-inspection as a reference to ensure that all discrepancies were corrected or are receiving the attention necessary to ensure compliance.

12.6. Units requesting a delay in conducting a semiannual self-inspection will forward their justification to AFROTC/DOV through their Director or commander, as applicable. Requests should also state when the inspection can or will be accomplished.

12.7. Conduct unit self-inspections using all applicable checklists identified in Attachment 3, special interest items, and local checklists.

12.8. Review the document trail for all actions taken to correct discrepancies identified during previous HHQ inspections, SAVs and self-inspections.

13. Special Interest Items.

13.1. Special Interest Items (SII) are areas of interest or concern raised at HQ USAF or HQ AETC and provide a means to focus management attention, gather data, and evaluate the status of specific programs and conditions in the field.

13.2. The AETC IG inspects applicable special interest items during UCIs.

13.3. The HQ AFROTC unit commander or director for the primary area of responsibility identifies an OPR (this should be an expert who is well versed in the SII area and can ensure compliance for the entire organization, and is not necessarily the SIPM for the unit).

13.4. The SII OPRs may contact their respective regions to ensure they are familiar with all areas of responsibility and as to the support roles and responsibilities of the HHQ.

13.5. The SII checklists are available on the same HQ AETC/IG web page as the inspection checklists.

13.6. The OPR ensures that the SII area is prepared for inspection. (Unit, Region, and Detachment) SIPMs ensure the area is ready by inspecting it during semiannual inspections).

14. Documenting and Tracking Discrepancies/Answerable Findings.

14.1. Document discrepancies identified during inspections requiring more than on-the-spot correction. Track discrepancies until corrective actions are completed and the item is closed.

14.2. Answerable discrepancies identified during AETC/IG inspections are handled in accordance with procedures outlined in AFI 90-201, AETC Sup 1, Attachment 12.

Answerable discrepancies identified during SAVs, self-inspections, or program reviews are documented using the format outlined in Attachment 4.

14.3. SIPMs retain copies of replies to discrepancies in Section 3, Tab J and K of the unit's SIP binder.

   14.3.1. Use a separate page for each discrepancy.

   14.3.2. Obtain commander or division chief coordination on all replies to answerable findings and discrepancies when opened and monthly thereafter until closed.

   14.3.3. Units should attempt to close findings and discrepancies as soon as practical, but no later than 12 months after the last day of the inspection where they are identified.

15. Self-Inspection Program Binders.

15.1. The SIP binder is intended to be a desktop, ready reference source book for anyone conducting, reviewing, managing, or receiving self or external inspections. Use binders to organize and maintain necessary SIP documentation and the tools of the program. SIP binders will be maintained (as a minimum) at all unit/directorate levels.

15.2. Organize SIP binders as indicated in Attachment 2. Add additional section(s) if deemed necessary.

15.3. When checklists are maintained in a binder or a location other than the unit or organization's primary binder, properly complete a memo for record and place it in the SIP binder and to identify the location where it is maintained.

15.4. Ensure the SIP binder is entered in the unit's Records Information Management System (AFRIMS) file plan and place a disposition control label inside the front cover of all SIP binders. The disposition authority is the Air Force Records Disposition System (RDS) and is available on-line at https://afrims.amc.af.mil (Table 37-14, Rule 10).

16. Information Management Tools Adopted: AF IMT 2519, *All Purpose Checklist*.

                                         BEN F. YOUNG, Colonel, USAF
                                         AFROTC Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD90-2, *Inspector General - The Inspection System*

AFI90-201, *Inspector General Activities*

AFI90-201, AETC Sup 1, *Inspector General Activities*

AETC Inspector General Inspection Guidance (https://www.aetc.af.mil/ig/)

AFOATS Restricted Site - IG - Inspections (https://www.hq.afoats.af.mil/)

Air Force Records Disposition System (RDS) (https://afrims.amc.af.mil/)

Abbreviations and Acronyms

AETC – Air Education and Training Command

AFOATS – Air Force Officer Accession and Training Schools

AFROTC – Air Force Reserve Officer Training Corps

HQ – Headquarters

HHQ – Higher Headquarters

OPR – Office of Primary Responsibility

OTS – Officer Training School

SAV – Staff Assistance Visit

SII – Special Interest Item

SIP – Self-Inspection Program

SIPM – Self-Inspection Program Manager

UCI – Unit Compliance Inspection

Attachment 2

SAMPLE SELF-INSPECTION BINDER TABLE OF CONTENTS

Table of Contents.

SECTION 1 – Source Documents:

    TAB A – Appointment Letters (Maintained for the SIP monitors and alternates)

    TAB B – Letters of Training (for the SIPM and alternates in the unit/directorate)

    TAB C – Cross-Feed Log

    TAB D – Cross-Feed Letters/Items

    TAB E – Applicable Special Interest Items

    TAB F – Applicable Source Documents

    TAB G – Spot-Check Log

SECTION 2 – Checklists

    TAB H – Unit/Organization Checklist Index (see Attachment 3)

      APPENDIX 1 – Applicable AETC Functional and Organizational Checklists

    TAB I – Special Interest Item Checklists (as applicable)

SECTION 3 – Discrepancies

    TAB J – Open Discrepancies

    TAB K – Closed Discrepancies

SECTION 4 – Miscellaneous

    TAB L – AFROTCI 90-201 (may be cross-referenced to an electronic format)

    TAB M – AFI 90-201, AETC Sup 1 (may be cross-referenced to an electronic format)

    TAB N – Inspection Results (May contain portions of last HHQ inspection report or
        letter(s) summarizing the results of last HHQ unit inspection, as well as results
        from last semiannual self-inspection)

    TAB O – Subordinate Unit SIP Results (May contain inspection results and other
        documentation (copies of discrepancy tracking formats, reference documents,
        and so forth)

    TAB P – Other Correspondence/Training Materials.

Attachment 3

INSPECTION CHECKLISTS AND FUNCTIONAL RESPONSIBILITIES

AETC/IG Functional Checklists:

Inspector General Complaints..AFOATS/IG
Judge Advocate.. AFOATS/JA
SORTS (Unit) ....AFOATS/SDPO
Squadron Safety Program Management .... Unit Safety Representative
Deployment Planning.. Unit Deployment Manager
Government Purchase Card Program..AFOATS/SDF
....All Unit GPC Cardholders
.... All Unit GPC AOs

Program Management:

Security ....Security Manager
Unit Deployment Manager (UDM) ....AFOATS UDM
Family Care Plans... AFOATS/CCF
Unit Training Program..AFOATS/SDPT
Voting Assistance Program..Voting Officer
Resource Management..AFOATS/SDF
Software License Management.. AFOATS/SDC
Computer Systems Equipment Custodians................................... AFOATS/SDCB
Computer Security (COMPUSEC) .... AFOATS/SDCB
Vehicle Control... Unit VCOs
Equipment Management and Supply Discipline........... Unit Equipment Custodians
Safety Program.. Unit Safety Representative
Facility Manager ....AFOATS/SDDF
Unit Status of Resources and Training (SORTS) ....AFOATS/SDP
Unit Reserve Coordinators (URC)...AFOATS/SDP
Unit Active Duty Sup/Rpt Officials for IMAs............... All IMA Sup/Rpt Officials
Individual Mobilization Augmentee ....All IMAs

Commander's Support Staff:

PCIII Utilization/Support...AFOATS/SDPO
Leave Program Management ....AFOATS/SDPO
Government Travel Charge Card (GTCC) Program....................... AFPATS/SDPO
Basic Allowance for Subsistence (BAS) ....AFOATS/SDPO
Subsistence in Kind (SIK) ....AFOATS/SDPO
Promotion and Non-Promotion Actions ....AFOATS/SDPO
Unfavorable Information Files (UIFs)/Control Roster Actions......AFOATS/SDPO
Duty Status Reporting..AFOATS/SDPO
PERSTEMPO Reporting/Tracking/Management...........................AFOATS/SDPO
Performance Report Management ....AFOATS/SDPO

Operational Risk Management .... AFROTC/CC
Software Management Checklist.. AFOATS/SDC
AU/PA Detachment Webpage Checklist...All Webmasters

Attachment 4

SAMPLE DISCREPANCY DOCUMENTATION FORMAT

Unit/Directorate: [Enter unit/directorate]   **Date Opened: [Enter date]**

Origin of Discrepancy (SAV, Self-Inspection, IG, Other): [List appropriate] Date Closed: [Enter date]

Referenced checklist: [Enter checklist title] Item #: [Enter item #]

Description of Discrepancy / Finding / Recommendation:

[Describe in detail]

Functional Area: [Enter functional area] Monitor/OPR: [Enter monitor/OPR]

Corrective Action Plan:
Action(s) Taken / Status
Include corrective action taken or contemplated. Cover the fundamental causes of the deficient condition rather than simply stating action complete to address the specific deficiency.   Describe actions and procedures initiated or implemented to prevent recurrence and in sufficient detail to allow HHQ inspectors or functional managers to determine if actions are adequate.   Finish by stating the status for item: "OPEN" / "CLOSED"

For monthly reviews, simply state "Monthly Review" and include status changes or updates for the item(s).

Review Authority   **Date**
Director / Division Chief or Commander name and initials   Self-Explanatory

Attachment 5

SAMPLE REPORTING FORMAT

MEMORANDUM FOR HQ AFROTC XX Region/CC, AFROTC/CC (for HQ AFROTC divisions)

SUBJECT: Air Force Reserve Officer Training Corps, Detachment XXX

FROM: Unit or directorate / division office symbol

FINDING

A.-1.1 – Finding #1 (Answerable): AFROTC publications contained deficiencies (Ref: AFI 3-360)

Forms requiring SSN did not contain required Privacy Act Statement. The forms identified by the inspection team that required a Privacy Act Statement were internal tally score sheets used by the College Scholarship Program Selection Boards. These forms are used only within the selection board meeting to record board member scores for particular applicants and are then destroyed as information is entered into the computer. The SSNs are used to ensure the exact identification of an applicant's record and proper recording of the score. Since access to the forms is tightly controlled, there was no possibility of the release of personal data to unauthorized parties. Nonetheless, HQ AFROTC/RR has added a Privacy Act warning to the bottom of the form. **(Status: Actions Complete, recommend closure)**

Action Completed: 30 May 03; Monitor: Mr Jack Smith, AFROTC/RR, DSN XXX-XXXX OCR: TSgt Stanley Smith, AFOATS/SDCB, DSN XXX-XXXX

FINDING

A.-1.2 – Finding #2 (Answerable):   AFROTC publications contained deficiencies (Ref: AFOATSI 36-2011)

b. **Unit submitted SF 86, Questionnaire for Security Positions, on freshman cadets during freshman year.** Unit will document new process to ensure future SF 86's are processed IAW AFOATSI 36-2011 during the appropriate AS Year.

Estimated Completion Date: 1 Aug 03; Monitor: SSgt Alan Smith; DET/000, DSN XXX-XXXX OCR: TSgt Stanley Smith, DET/000, DSN XXX-XXXX

Please direct any questions or concerns to our OPR, RANK NAME, PHONE #.

                                        Division Chief/Director/Unit CC
                                        Signature block